

# **A REMINDER REGARDING CONTINUING EDUCATION UNITS**

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- You, as the licensee, are required to obtain and keep a record of your continuing education units (CEU's).
- 5 continuing education units (.5 CEU's) are required each year by the State of Alabama in order to renew your court reporting license.
- CEU's obtained anytime during the 36 months prior to renewal are accepted. For example: For this year's renewal date of September 30, 2011, all CEU's obtained from September 30, 2008 through September 30, 2011 are acceptable.

**NOTE:** Once a CEU is applied toward a renewal requirement (whether or not you have been randomly audited), the CEU cannot be used again.

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| <p>If you have <u>any</u> questions, please call the Alabama Board of Court Reporting office at 334.215.7233. Staff will be happy to answer your individual inquiries. Thank you.</p> |
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